

VMR-VRO GUIDELINE –
PROFESSIONAL AND MATURITY
SUFFIXES AS PART OF THE NAME

Checklist Reference - None

Many vendors in the database contain titles or degrees (suffix titles) as part of their name, such as Dr. John Smith or Jane Doe, DDS. The original thought was to enter these vendors as:

- SMITH, DR JOHN
- DOE DDS,JANE

PROBLEMS

These vendors are getting duplicated because most users will search on the name only (SMITH,JOHN or DOE,JANE). However, keeping the “Dr” or “CPA” in the title helps distinguish one John Smith from the other.

SOLUTION

The compromise is to list their names as you would an individual, followed by their title.

- SMITH,JOHN DR
- DOE,JANE DDS

In this way, users can search on their first and last names, but still see the title under Name 1 to select the correct one. This should cut down on duplicated professionals on the database.

Exception: Maturity suffixes, such as Jr., Sr., or III, will follow the last name before the comma.

- HOWELL III,THURSTON

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.